

Welcome to Computers 7

Miss B Anderson
Room 26, DFJHS

Back to school already! I hope your summer has been a good one.

Computers 7 is an elective course designed to include a wide variety of computer skills. Students will continue to hone their keyboarding skills as well as learning more about computer hardware and software.

These are some of the software applications we will use in class:

- Microsoft Office: Word, Excel, PowerPoint
- Macromedia: Dreamweaver & Fireworks
- Ultra (keying software for working with green screens)
- Windows Movie Maker
- Audacity (for audio files)

Students will also be using the internet much of the time. Please make sure the computer use agreement is returned promptly so students may do their classwork.

Students who misuse the internet, however, may receive a U citizenship grade and lose computer privileges. Surfing the web, playing games, etc are not allowed in class.

Grading Breakdown:

Attendance & participation	20 %
Daily keyboarding exercises	10 %
Tests & quizzes	20 %
Final products	50 %

Students may make up missed days at home or after school.

FAQ

Will there be homework?

Yes. Students will need to study terminology for the tests and quizzes. Students may also work on projects at home where possible.

What materials do I need to bring?

A pen or pencil. Bring the disclosure document back signed, and hopefully that will be the last piece of paper we handle in class. All other work will be submitted electronically.

What's the late work policy?

Students receive 70% credit for work that is up to one week late. After one week, the work is worth 50%.

Can I bring food or drink to class?

NO! This is very important. Do not bring food or drink anywhere near the computers, please.



Don't forget to bring the media permissions form back signed!

Citizenship Grade:

- S = 80-100 pts
- N = 60-79 pts
- U = 0- 59 pts

Students lose five points from their citizenship grade each time they are warned about their behavior.

Students will lose computer privileges if their behavior disrupts the class.

Visit our class website for assignments, due dates, and podcasts: <http://computers7.blogspot.com/>

Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own

articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find “filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you’re finished writing your

newsletter, convert it to a Web site and post it.



Caption describing picture or graphic.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures

or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

“To catch the reader's attention, place an interesting sentence or quote from the story here.”

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you’re trying to convey. Avoid selecting images that



Caption describing picture or graphic.

appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an

image, place it close to the article. Be sure to place the caption of the image near the image.

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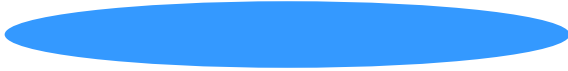
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Organization



This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of

those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.



Caption describing picture or graphic.